



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday November 15, 2017  
REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by Director Pease
3. Roll Call – All present with the exception of Director Steele
4. Director Steele arrived at 7:57 p.m.

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

#### C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for November 1, 2017.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease  
NOES: 0, ABSENT: 1 – Director Steele.

#### D. PRESENTATIONS

1. Donation of the Byron Delta Lions Bench.

Parks and Landscaping Manager Miller – Provided the details regarding the donation of the Byron Delta Lions Bench celebrating the 100<sup>th</sup> Birthday of being one of the largest service clubs in the world this year.

Byron Delta Lions Linda Barbara – Provided additional details regarding the Bench related to the type of material the bench is made of, requesting the bench to be permanently affixed, along with an engraving observing the 100<sup>th</sup> Birthday of the Lions Club. There was discussion regarding the location.

2. CSDA Field Coordinator, Colleen Haley - Presenting the Special District Recognition.

CSDA Field Coordinator, Colleen Haley – Provided the details of the Special District Recognition regarding three (3) certificates being presented along with the criteria. Certificates of recognition of Special District Governance and the Gold Status, were presented to General Manager Davies and Director Bill Mayer along with the full Board. General Manager Davies also presented a Gold Status Recognition from Senator Glazer. The General Manager and the Board thanked Executive Assistant Heintz for her excellent effort for the Gold Status. President Leete also stated that there are only seven (7) Districts in the State of California that have this Certification.

**E. AREA AGENCIES REPORTS / PRESENTATION**

**1. East Contra Costa Fire Protection District Report**

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District Report, PG&E Outage Caused by a Tractor Trailer, tree removal, the ECCFPD website, also social media, Open House in March (10<sup>th</sup> or 24<sup>th</sup>). There was discussion regarding the ECCFPD Outreach meetings and the Finance meetings (open to the public), Pulse Point - send out notices to those that are trained in CPR and ADD.

**F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

**1. Veolia Report – Month of October 2017**

Project Manager Berney Sadler – Provided the details of the October 2017 Monthly Operations Report. There was discussion regarding the total number of manholes in Discovery Bay (close to 1000).

**G. BUSINESS AND ACTION ITEMS**

**1. Discussion and possible action on converting the remaining Cornell Park Tennis Court to Pickleball.**

General Manager Davies – Provided an overview of the Cornell Park and Tennis Court conversion - Parks and Recreation Committee heard from the Pickleball community regarding the conversion of the Cornell Park Tennis Court to Pickleball Courts. The Pickleball community will find outside funding to make the conversion. The Parks and Recreation Committee recommend that the Board approve the conversion contingent on the funding plan (for cost of conversion, maintenance, periodic restoration).

Recreation Programs Supervisor Kaiser – Provided additional details regarding Pickleball as a rapidly growing sport and the need for additional facilities and a background of the conversion.

Public Comment Regarding:

- In need of additional Pickleball Courts, converting the courts is the best solution for Discovery Bay.

There was discussion regarding Pickleball and the request for the conversion; The Pickleball Club will fund the conversion of the courts. The discussion continued regarding the conversion related to notifying the Tennis group along with the hours and lighting for the Tennis Courts at Cornell Park and the Discovery Bay Community Center.

Motion by: Director Pease to recommend the conversion of the remaining Cornell Park Tennis Court to four (4) Pickleball courts and to authorize staff to pursue with the Discovery Bay Pickleball Club funding alternatives, including initiating grant application(s), and return to the Board with a Discovery Bay Pickleball Club Funding Plan.

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease  
NOES: 0, ABSENT: 1 – Director Steele.

**2. Discussion and possible action regarding stationary electronic signboard (s).**

General Manager Davies – Provided the details regarding the stationary electronic signboard; the Communications Committee is recommending that the Board approve the electronic signboard be installed at the Well No.4 site located at the East edge of Discovery Bay Boulevard just North of Clipper Drive.

Office Assistant Rajala – Provided the details of the presentation regarding the stationary electronic signboard(s) related to the locations and cost breakdown.

General Manager Davies – Provided additional details regarding the site location of Well No. 4 (ease of cost and installation) along with the timeframe of installation (6 weeks). There was discussion regarding the need for a permanent sign, items to be placed on the sign; pertinent items, or Town of Discovery Bay Logo and Welcome to Discovery Bay. The discussion continued regarding the current signboard related to improving communicating to the residents, previous Board discussion regarding a signboard, and enhancing the Town of Discovery Bay with an attractive signboard.

Motion by: Vice-President Graves to approve the recommendation of the Communications Committee to purchase and install an electronic signboard at the Well #4 site location and authorize the General Manager to execute all contracts and documents related to the purchase and installation thereof, in an amount not to exceed the estimated total cost of purchase and installation, plus an 8.25% contingency.

Second by: Director Mayer

Vote: Motion Carried – AYES: 3 – President Leete, Vice-President Graves, Director Mayer, NOES: 1 – Director Pease, ABSENT: 1 – Director Steele.

**3. Discussion and possible action regarding First Amendment to the MOU for the Development of a Groundwater Sustainability Plan.**

General Manager Davies – Provided a background and details of the formation of Discovery Bay as a Groundwater Sustainable Agency and entering into an Memorandum of Understanding (MOU) for the GSA.

There was discussion regarding the financing for the Groundwater Sustainable Plan

Motion by: Vice-President Graves to authorize the General Manager to execute and carryout the terms of a

First Amendment to the Memorandum of Understanding for the Development of a Groundwater Sustainability Plan for the East Contra Costa County Portion of the Tracy Subbasin with the City of Antioch, Byron-Bethany Irrigation District, Contra Costa Water District, Contra Costa County, Diablo Water District, East Contra Costa Irrigation District, and City of Brentwood that provides for consultant contracting and cost sharing among the Agencies in the preparation of a Groundwater Sustainability Plan ("GSP").

In addition, authorize the General Manager to agree to waive the County's December 1, 2017 deadline for providing written notice as to whether or not to provide in-kind services in lieu of paying its share of GSP costs during FY2017/18, providing that that the County gives its notice on or before December 15, 2017.

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease  
NOES: 0, ABSENT: 1 – Director Steele.

## **H. INFORMATIONAL ITEMS ONLY**

### **I. DIRECTORS' REPORTS**

#### **1. Standing Committee Reports**

Vice-President Graves – Provided the details of the Internal Operations meeting held on November 15, 2017 related to the calendars, Public Records Act, policies and procedures.

Director Mayer – Provided the details of the Finance Committee meeting held on November 13, 2017 related to street lights (692) and fire hydrants (543), insurance policies, electronic check signature process and financial dashboards.

Director Mayer – Provided the details of the East Contra Costa Fire Protection District meeting regarding the election ballot.

Director Mayer – Provided the details of A Neighborhood Watch meeting (good turnout).

#### **2. Other Reportable Items - None**

### **J. MANAGER'S REPORT**

None

### **K. GENERAL MANAGER'S REPORT**

General Manager Davies – Provided the details of the Parade of Lights which will be held on December 2, 2017 at 6:00 p.m., also provided details regarding correspondence item L-2.

### **L. CORRESPONDENCE RECEIVED**

1. Received - East Contra Costa Fire Protection District meeting minutes for October 2, 2017.

2. Received – Letter from PG&E regarding the accident related to the interruption of power on October 26, 2017 and where to file damage claims.

### **M. FUTURE AGENDA ITEMS**

None

The regular meeting adjourned at 7:59 p.m. to the Closed Session.

### **N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item O-1.

### **O. CLOSED SESSION**

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)

One potential Case

### **P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item O-1, there is no reportable action.

### **Q. ADJOURNMENT**

1. The meeting adjourned at 8:20 p.m. to the regular meeting on December 6, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-17-17

<http://www.todb.ca.gov/agendas-minutes>